

Gift Declaration Form

The **gift declaration form** sample provides a structured template for companies to document and disclose gifts given to employees. This form ensures transparency and compliance with company policies and legal regulations. Utilizing such a template helps maintain trust and prevents conflicts of interest in the workplace.

1. Employee Details

Employee Name:

Employee ID:

Department:

2. Gift Details

Description of Gift	Date Received	Estimated Value	Purpose/Occasion
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Declaration

I acknowledge that the above information is accurate and complete to the best of my knowledge. I confirm that the disclosed gift complies with company policies and relevant legal regulations.

Employee Signature:

Date:

4. For HR/Compliance Use Only **Reviewed By:**

Date Reviewed:

Comments:

Submit Declaration